**BLUEcloud Course Lists Exercise File**

**Use this Guide for the following lessons in the BLUEcloud Course Lists Training Class:**

* Accessing Course Lists for Library Staff
* Teacher and Student Access
* Create a Class Catalog
* Locating a Class and the Bookmarklet Tool
* Adding Resources to Classes
* Reports for Maintenance

**Fill in the blanks in the text below using words from the training site.**

**Accessing Course Lists for Library Staff**

BLUEcloud Course Lists is a resource management tool used by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to collaborate and create lists of curriculum-aligned resources for students to access.

List the three pieces of information you need to log in to BLUEcloud:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will be able to access your classes by clicking the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ icon on the BLUEcloud Central homepage. You can also go to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ drop-down menu and choose Lists and select Classes or My Classes to manage the list of classes and reports.

**Teacher and Student Access**

Briefly describe three different ways teachers can use BLUEcloud Course Lists:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student access is available through the published \_\_\_\_\_\_\_\_\_ once the list has been completed.

**Create a Class Catalog**

If the instructor is going to be managing and adding resources to a list themselves, they will need to have an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ account created for them.

Create \_\_\_\_\_\_\_\_\_ class catalog per district or building, depending on your permissions. Multiple classes can be added to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class catalog.

Library Staff have the ability to be a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for content being added and change the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of that content once the materials have been verified as safe, relevant, and useful for the purpose of the class.

**Locating a Class and the Bookmarklet Tool**

Once classes have been created, they can be found by navigating to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. This is where you can save your classes as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ so that they appear first and prevent having to search for a class each time you'd like to edit the class and its resources.

Once you have found the class you are looking for, click the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ icon to save a class to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ page, so it can easily be found later.

List the three ways to add resources to a list:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tool is the suggested method for adding resources to a list. Adding the bookmarklet tool to your browser’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ bar enables you to easily add resources you find on the internet to your class list.

**Adding Resources to a Class**

Before linking to an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ resource it is a best practice to first search the library’s \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (ISearch) to ensure that the library does not already have the resource or have other helpful resources that can be used.

Resources can be added from the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab in ISearch as well as from the other Research Resource tabs like Encyclopedias, Basic Sources, and more.

Structuring your class lists can look many different ways. However you decide to represent the material, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can be used to help break up resources into the best configuration for teaching and learning.

A best practice is to verify that all resources are in a "Ready" \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ before posting a link to a live list or before connecting your LMS to your list in BLUEcloud Course Lists.

**Reports for Maintenance**

School librarians and teachers using BLUEcloud Course Lists will need to check \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for resources that need \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, removed, or added.

List the three reports found in BLUEcloud Course Lists and briefly describe each:

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_